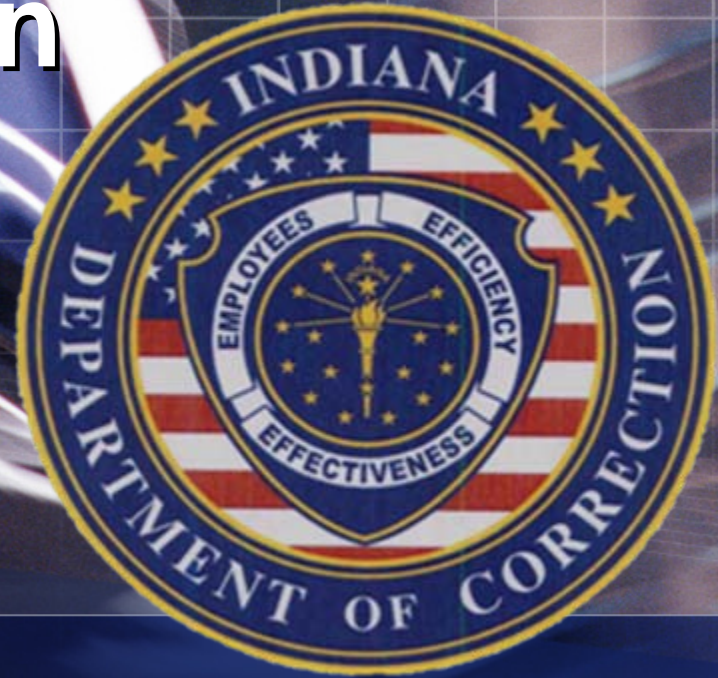


The Indiana Department of Correction

presents



New Employee Orientation: Grooming Standards

Performance Objective

At the conclusion of this module, you will be able to understand departmental grooming standards for Uniformed and Non-Uniformed Staff.

Appearance

All Departmental staff shall reflect an appearance compatible with their assigned duties in order to create a favorable public image and a positive effect on all offenders and parolees.

Grooming Standards

All staff shall be expected to report for duty clean and well groomed. Staff shall be expected to maintain a clean and neatly groomed appearance throughout the work period, unless assigned to duties that will not permit that staff person to remain clean.

Male Uniformed Staff

Hair shall be neatly trimmed, clean and combed or brushed in a manner that does not interfere with the wearing of any approved head gear. Hair shall not be ragged or unkempt. Hair on the crown or sides of the head shall be neatly groomed and trimmed so as not to cover any portion of the ear. Hair in the front shall be groomed so that it does not touch the eyebrows. Hair on the back of the head shall not touch the collar of the uniform shirt.

Hair coloring, if used, must appear natural.



Male Uniformed Staff

No exotic hair styles or styles with lines, numbers or other graphics shaved in the hair shall be permitted. Braids or corn rows may be worn if they can fit under the approved headgear and do not interfere with its wearing.

Hair pieces or wigs, if worn on duty, shall conform to the same standards as those for natural hair.

Sideburns, if worn, shall be neatly trimmed and shall not extend below the middle ear. Sideburns shall be of even width and end in a clean shaven horizontal line.

Full beards or partial beards, such as goatees, may be worn; however, they must be closely cropped (no more than ½" in length) and shall not interfere with the wearing of any equipment, including approved self-contained breathing equipment.

Male Uniformed Staff

Mustaches worn without a beard shall not extend over the lip or beyond the corners of the mouth and shall be neatly trimmed. Handlebar, Fu Manchu or other exaggerated styles of mustaches shall not be worn.

Lines, numbers, graphics or other designs shall not be cut into the facial hair (sideburns, eyebrows, mustache, beard).

Fingernails shall be clean and neatly trimmed and shall extend no further than $\frac{1}{4}$ " beyond the tip of the finger.

Nail polish, if worn, shall be clear in color and shall contain no designs or ornamentation.

Female **Uniformed** Staff

Hair shall be neatly trimmed, clean and combed or brushed in a manner that does not interfere with the wearing of any approved headgear. Hair shall not be ragged or unkempt. Hair in the front shall not touch the eyebrows and hair on the back of the head shall not extend beyond the yoke on the back of the uniform shirt collar. Staff with longer hair may wear the hair in a bun or similar style as long as the approved headgear can be worn appropriately.

Ribbons or ornaments shall not be worn in the hair except for neat and inconspicuous hair pins or barrettes. Hair coloring must appear normal.

Hairpieces or wigs, if worn on duty, shall conform to the same standards as those for natural hair.

No exotic hair styles or styles with lines, numbers, or other graphics shaved in the hair shall be permitted. Braids or corn rows may be worn if they can fit under the approved headgear and not interfere with its wearing.

Female Uniformed Staff

Fingernails shall be clean and neatly trimmed and shall extend no farther than $\frac{1}{4}$ " beyond the tip of the finger. Fingernails shall not be shaped in a manner that may present a danger to the staff person or others or that will interfere with the staff person's assigned duties. Nail polish, if worn, shall be a neutral color that does not contrast with the uniform and shall contain no designs or ornamentation.

Lines, numbers, graphics or other designs shall not be cut into the facial hair (eyebrows).

Cosmetics, when worn, shall be applied conservatively to enhance the natural features of the staff person and maintain a professional appearance. Lipstick shall be natural looking and conservative in nature.

Male **Non-Uniformed** Staff

- Hair shall be neat, clean and well-groomed at all times while on duty. Hair shall not be ragged or unkempt.
- Hair coloring, if used, shall be natural in appearance.
- Hair shall not have lines, numbers, graphics or other designs cut into it.
- Staff may wear beards, including goatees, or mustaches. Beards and mustaches must be clean and neatly groomed and must have no lines, numbers graphics or other designs cut into the facial hair, including the eyebrows. Length of facial hair is to be conservative in nature.
- Fingernails shall be neat and trimmed and preferably shall not extend more than a ¼" beyond the end of the finger. Fingernail length shall not present a danger to the staff person or other staff and shall not interfere with the staff person's ability to complete his duties. Nail polish, if worn, shall be clear in color and shall contain no designs or ornamentation.

Female **Non-Uniformed** Staff

- Hair shall be neat, clean and well-groomed at all times while on duty. Hair shall not be ragged or unkempt.
- Hair coloring, if used, shall be natural in appearance.
- Hair shall not have lines, numbers, graphics or other designs cut into it.
- Hair ribbons and other ornaments may be worn but they shall not detract from the work environment.
- Fingernails shall be neat and trimmed and preferably shall not be a length that interferes with the performance of the staff person's duties. Fingernail polish may be worn; but, colors shall be of a shade that does not detract from or interfere with the work environment. Acrylic nails may be worn; but, they shall not be of a length that interferes with the performance of the staff person's duties.

JEWELRY



Jewelry shall be limited to rings, watches, necklaces, bracelets, tie tacks, post-type earrings, name tags, pins and buttons, as well as jewelry issued by the Department. Jewelry shall be reasonable and shall not distract from a professional appearance, disrupt the workplace or create a safety hazard. Jewelry that is offensive or derogatory to others shall not be worn so as to be visible while on duty.

Jewelry lost, damaged or destroyed during the performance of duties at a facility housing offenders may be repaired or replaced in accordance with state statute. The Department shall reimburse up to a maximum amount of \$200.00. For this reason, staff members are encouraged not to wear jewelry of a higher value.¹²

Jewelry for Uniformed Staff

Jewelry (pins, buttons, badges, collar insignia, etc.) issued by the Department shall be worn in accordance with the administrative procedures for the wearing of the Custody uniforms.

A necklace may be worn around the neck; but, it must be worn under the clothing and not visible.

A maximum of two (2) rings per hand may be worn. A wedding set shall be considered as one (1) ring.

Male and female staff may wear one (1) post-type stud earring per ear while on duty.

Staff may wear one (1) medic alert type bracelet.

Jewelry for **Uniformed** Staff

With the exception of one (1) pair of post-type stud earrings for female staff, **no other body piercing** jewelry may be visible. Nose rings or studs, eyebrow jewelry, tongue jewelry, lip jewelry, etc. shall not be worn on duty.

One (1) wristwatch may be worn.

Sunglasses may be worn when outdoors only. Sunglasses shall not be worn inside buildings unless the staff has submitted medical documentation indicating that it is medically necessary. Sunglasses shall be of the non-mirrored type and shall be conservative in nature. Sunglasses shall not hang from the uniform/uniform pockets or be hung from a neckband.

Staff requiring the need of eyeglasses (prescription or reading) shall be permitted to wear the glasses as needed. Eyeglasses shall not detract from the uniform or a professional appearance. When not in use, eyeglasses shall not hang from the uniform pockets or be hung from a neckband.

Jewelry for **Non-Uniformed** Staff

Necklaces may be worn. No more than two (2) necklaces should be worn while on duty. Necklaces should not detract from the staff person's professional appearance. Necklaces that may be offensive to other staff or offenders shall be worn under the clothing so as not to be visible while on duty.

Female staff may wear earrings. No more than two (2) sets of earrings may be worn in each ear. Earrings shall not be eccentric, dangle excessively or pose a hazard to others. Male staff shall wear no more than one (1) earring per ear while on duty.

With the exception of earrings as mentioned above, no other body-piercing jewelry shall be visible. Nose rings or studs, eyebrow jewelry, tongue jewelry, etc. shall not be worn while on duty.

Jewelry for **Non-Uniformed** Staff

Staff may wear a maximum of two (2) rings per hand. A wedding set shall be considered one (1) ring.

Staff may wear one (1) watch.

Staff may wear bracelets that do not interfere with the performance of their assigned duties or detract from a professional appearance.

Sunglasses may be worn when outdoors only. Sunglasses shall not be worn inside buildings unless the staff person has submitted medical documentation indicating that it is medically necessary. Sunglasses shall be of the non-mirrored type and shall be conservative in nature.

The procedures delineated in this material are applicable to Department staff at all facilities, including Central Office and the Parole District Offices.

You have now completed *New Employee Orientation: Grooming Standards for Department of Correction Staff* module.

Please advance to the next module.

